Other
THE OTHER FOUNDATION

Participatory Grant Making: A success story from southern Africa

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Cover picture: The team of grant proposal peer reviewers from across southern Africa.

This report was prepared for the Other Foundation by Carla Sutherland and Khosi Xaba.

Summary

The Other Foundation (tOF) is an African trust dedicated to advancing human rights in southern Africa, with a particular focus on lesbian, gay, bisexual, transgender and intersex (LGBTI) people. Our primary purpose is to expand resources available to defend and advance the rights and wellbeing of LGBTI people in the southern African region. We do this by working both as a grant-maker and a fundraiser.

The founding board of tOF was first convened in Johannesburg, South Africa, in August 2013. At that initial meeting concern was expressed about the need for the membership of the board to better reflect the diversity of the southern Africa region. However, it was also noted that the funding for the establishment of the Foundation was a generous *challenge* grant from Atlantic Philanthropies, that set very specific fund raising targets within specified time-frames. It was therefore agreed that the founding board would set a limited number of tasks to fulfill, leading to the establishment of a board more appropriately reflective of the community it was established to serve. The three tasks were: (a) appoint the founding CEO; (b) undertake a pilot grant making initiative; and (c) work with the incoming CEO on a strategic plan.

This report outlines the work that was involved in the development and implementation of the pilot grant making initiative, as well as reporting on the first grants that were allocated by the foundation. tOF received 114 applications for funding, from seven different countries, through an open call to support work that 'advances the rights and well-being of LGBTI people in Southern Africa'. 12 peer reviewers from six different countries in southern Africa, were selected through an open call for nominations to work with the board to select the proposals to be funded. The peer reviewers worked in four teams of 3 reviewers each, facilitated by a board member, to come to a consensus about which projects to recommend for funding. The process began by each reviewer individually assessing a number of applications, and then coming together in teams to share their findings.

32 proposals were recommended for funding to the Board. About R3.1 million rand was awarded in grants ranging in size from R 10,000 to R 500,000. Grants were allocated in South Africa, Botswana, Namibia, Zimbabwe, and Malawi. Work that tOF will be supporting includes: investigating how midwives deal with inter-sex babies in Botswana; a holiday camp for children of LGBT people in South Africa; research into gender non-conformity in Swaziland; a book on Queer African Theology; mainstreaming issues related to sexual orientation in religious curricula in a university in Zimbabwe; as well as supporting anchor institutions in the region that are responsible for doing ground breaking work around the region through the Out in Africa film festival, the gay and lesbian archives, and trans and gender identity based advocacy work.

Participatory Grant Making: A Success Story from Southern Africa

It had been a long time in the making but on April 13th, 2014, the founding Board of the Other Foundation approved 32 grants, across five countries in Southern Africa, totaling about ZAR 3,1 million ($310,000).

This report provides details about the way in which we managed our pilot grant-making initiative. The pilot grant making process culminated in 12 highly respected activists and scholars, working to advance LGBT rights and wellbeing across Southern Africa, coming together in a two-day workshop with the board to select 32 projects to be funded from the 114 proposals we received.

This report outlines the outcomes of that workshop and the processes that led to the decisions made.

1. A short history of how we got to the peer review workshop

Step One: Atlantic Philanthropies (AP) agreed to support the establishment of an LGBT community fund in South Africa, if they could be shown that it was a viable entity through a demonstrated capacity to raise funds from other sources. HIVOS (South Africa) agreed to partner with AP in this development phase.

Step Two: Through an independent and highly respected NGO, AP facilitated the establishment of the founding board of the Other Foundation with a public call for nominations and interviews. Five people were selected to be on the Board. Concern were expressed at its lack of diversity.

Step Three: A tour for potential individual donors, with 16 participants from the US and Europe, was arranged by AP to highlight some of the work advancing rights related to sexual orientation and gender identity (SOGI) taking place in southern Africa. $210k was pledged at the end of the tour by all the participants - with additional funds being pledged as challenge matches for domestic fund-raising.

Step Four: On the basis of the pledged funds, AP finalized its promised grant to the Other Foundation agreeing to provide up to five million dollars over a five year period for the establishment, administrative and operating costs of the foundation, subject to the foundation being able to raise matching programming funds. Committed funds from the donor tour were held in trust by the Astraea Foundation, while the Other Foundation established suitable structures, staff and systems.

Step Five: The founding board was convened and Phumi Mtetwa was elected as the chairperson of the board. The board acknowledged that it was not diverse enough but was concerned that the AP funding challenge needed to be met over a tight time period. The board therefore agreed to move forward for a one year period to work on a limited set of tasks, before renewing the board so that it is much more representative of the community it intends to serve. The tasks set were (a) to appoint a CEO; (b) undertake a pilot grant making initiative; and (c) work with the incoming CEO to develop an initial strategic plan and vision for the foundation.

Step Six: The board committed itself to having as open and participatory process as possible for the pilot grant making initiative.   It agreed that all funds raised from the donor tour would be used for the pilot round of grant making. AP matched (dollar for dollar) the funds raised which gave the Foundation grant making budget of about ZAR3.5 million. One of the board members, David Ryan, donated considerable staff time and other resources to allow the foundation to build a website through which to launch its grant making initiative. **www.theotherfoundation.org**

Step Seven: In the absence of full-time staff, Khosi Xhaba was appointed as a consultant to lead the grantmaking process.   A call for applications both for peer reviewers and grant proposals was issued. 32 candidate peer reviewers were nominated from 7 countries.   114 funding applications are received from 7 countries.

Step Eight: Khosi Xhaba managed a 'due diligence' procedure (e.g. checking websites, following up with references, speaking directly to candidates, verifying 'conflict of interest' concerns) to recommend 12 peer reviewers to be appointed by the board. All 12 recommended peer reviewers were accepted from 6 different countries: Namibia, Botswana, Zimbabwe, Zambia, Malawi and South Africa. The South African participants come from several different provinces and included reviewers who do not live in major urban centers.

Step Nine: Successful applicants were sent guidelines outlining the work that needed to be done, reminding everyone that they were serving in an *entirely voluntary* capacity.   The peer reviewers were divided into 4 teams of 3 people each, paying close attention to ensuring (a) that no reviewer was in a team that would be responsible for reviewing a proposal they might have submitted; and (b) ensuring diversity of geography, gender, gender identity and expression, and sexual orientation in the different teams.

2. Meet the peer-reviewers

The calibre of the LGBTI leadership in the region, as reflected by the peer reviewers that were nominated, was impressive. From 32 applications, the following 12 peer reviewers were selected:

Zethu Matebeni: A social Science researcher based at the University of Cape Town. Zethu is an academic, filmmaker, activist, and former researcher and monitoring and evaluation consultant with South Africa's Human Science Research Council. *Cape Town, South Africa*

Muhsin Hendricks: Executive director of The Inner Circle, an organisation that does ground breaking work to assist muslims to reconcile their faith and sexuality.   Muhsin is a former senior arabic teacher and imam who has won numerous awards, fellowships and grants. *Cape Town, South Africa*

Chan Mubanga: Director and co-founder of a trans and intersex organisation called Transbantu Association Zambia. Chan is an activist and volunteer in the LGBTI movement in Zambia. *Lusaka, Zambia*

Patience Mandishona: Programme director, PaKasipiti Zimbabwe and former programme manager at the Gay and Lesbian Association of Zimbabwe (GALZ). Patience is a former Regional trainer for DAWN and has worked

in the feminist movement in many countries, including Turkey, Cambodia, the United States of America, and Sweden. *Harare, Zimbabwe*

Kumbukirani Ishamel Makhuludzo: Project officer for interpersonal communications at the Centre for Development of People. Kumbukirani was formerly assistant at the Creative Centre for Community Mobilisation and a former intern at Friends for Shire Valley. *Mzuzu, Malawi*

Pilot Mathambo: Director and founder of an MSM health centre, former supervisor of a research project and survey conducted by the Botswana Ministry of Health. Pilot is a former research assistant in the study of sexual minorities and HIV/AIDS in Botswana. *Gaborone, Botswana*

Nonhlanhla Mkhize: Director of the Durban Lesbian and Gay Community and Health Centre. Nonhlanhla was a volunteer with Amnesty International , South Africa's Treatment Action Campaign (TAC) and the women's condom project of PATH. *Durban, South Africa.*

Florence Khaxas: Founder, volunteer and national coordinator of Y-Fem Namibia. Florence is a former intern at the Women's Leadership Centre in Namibia. *Swakopmund, Namibia.*

Nolene Morris: Established and runs a very well respected development and legal consulting firm. Nolene was formerly a chief director in the City of Johannesburg's administration. *Keiskamahoek, South Africa*

Marinus Uys: Manager in the private sector and a volunteer activist. *Pretoria, South Africa*

Janet Shapiro: Retired monitoring and evaluation specialist who has extensive experience working and volunteering in the LGBTI sector. *Johannesburg, South Africa.*
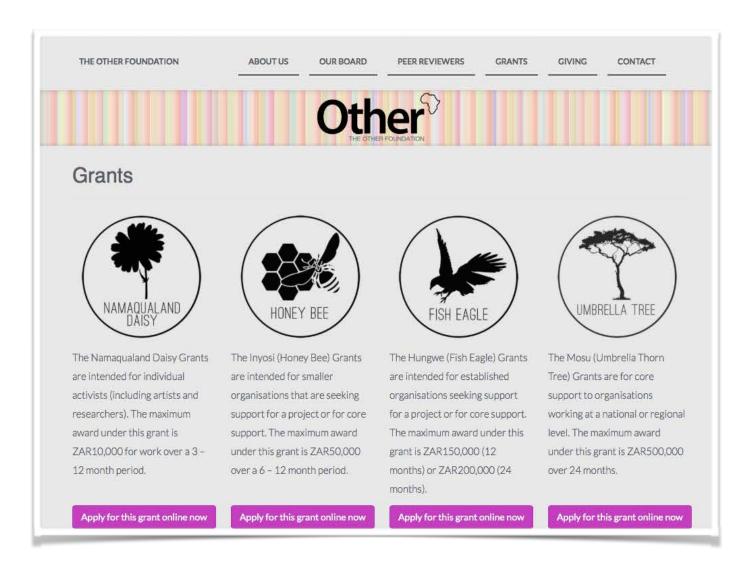
Jabu Pereira: Founder and director of Iranti-Org. Jabu is a photographer, videographer, curator, researcher, activist and a leader in human rights activism. *Johannesburg, South Africa*

3. Preparation for the workshop

Close attention was given to ensuring that the grant proposal form was as easy as possible for applicants to fill in, whilst also ensuring that the peer reviewers would be able to have enough information to make sound recommendations. The call for proposals was made on the foundation's website, as well as through email distribution through the extensive networks of Atlantic Philanthropies other human rights contacts. Applicants were encouraged to fill in the proposal form online but it was also possible to submit an application in hard copy by post.

Grants were offered and applications were divided into four categories, primarily based on the maximum value for a grant in that grant window. The four categories were:

The Namaqualand Daisy Grant: for *individuals* engaging in research and cultural work to advance the rights and well-being of LGBTI people in Southern Africa. Grants in this category could be made up to ZAR10,000. (approximately USD 1,000).

Grants

NAMAQUALAND DAISY

The Namaqualand Daisy Grants are intended for individual activists (including artists and researchers). The maximum award under this grant is ZAR10,000 for work over a 3 – 12 month period.

Apply for this grant online now

HONEY BEE

The Inyosi (Honey Bee) Grants are intended for smaller organisations that are seeking support for a project or for core support. The maximum award under this grant is ZAR50,000 over a 6 – 12 month period.

Apply for this grant online now

FISH EAGLE

The Hungwe (Fish Eagle) Grants are intended for established organisations seeking support for a project or for core support. The maximum award under this grant is ZAR150,000 (12 months) or ZAR200,000 (24 months).

Apply for this grant online now

UMBRELLA TREE

The Mosu (Umbrella Thorn Tree) Grants are for core support to organisations working at a national or regional level. The maximum award under this grant is ZAR500,000 over 24 months.

Apply for this grant online now

The Inyosi / Honey Bee Grant: for *all organizations* including unregistered, start-up organizations, for *project based work* to advance the rights and well-being of LGBTI people in Southern Africa. Grants up to ZAR50,000 (USD 5,000) could be allocated in this grant category.

The Hungwe / Fish Eagle Grant: for *registered organizations* undertaking *project based work or for core support* to advance the rights and well-being of LGBTI people in Southern Africa. Grants of up to ZAR200,000 (USD 20,000) could be made in this grant category.

The Mosu / Umbrella Tree Grant: for *national or regional organizations playing an 'anchor' role* in advancing the rights and well-being of LGBTI people in Southern Africa. Grants up to ZAR500,000 (USD 50,000) could be made in this grant category.

The proposals collected three sets of information for different purposes:

(a) **Information about the organization / individual** wanting to undertake the work, largely to map who was doing what kind of work and where in the region for strategic planning purposes of the foundation.

(b) **Information about the content of work** including scope, budget, target audience and who would be involved in doing the work.

(c) **Information about the governance and accountability** of the organization / individual including names and contact numbers of references, boards, staff and auditing procedures.

An example of an application form is included at the back of this report *(Appendix 1)*

In relation to the content of the work, all applicants were asked to answer eight core questions:

- A short description of the proposal and how it would advance the rights and well-being of LGBTI people in Southern Africa;
- A description of the work that would be done, over what time period, and by whom;
- A description of who would most benefit from the work, and how;
- An explanation of why the work was important and should be funded;
- A budget with a budget narrative;
- A summary of how the applicants would know the project had been a success or not;
- How applicants would share with the foundation the results and lessons learnt from their work; and
- How applicants would be able to account for the funds received

Each of the reviewers was sent all the proposals for the category of grants they were reviewing:

- 31 proposals were received for the Namaqualand Daisy Grants;
- 17 proposals were received for the Inyosi Grants;
- 31 proposals were received for the Hungwe Grants;
- 25 proposals were received for the Mosu Grants; and
- 10 grant proposals were outside the scope of the call for grant applications.

Along with the proposals, reviewers received review sheets to be used to assess each of the proposals. The review sheet was developed around the eight core questions above to facilitate a common set of criteria and scoring process so that the reviewers would have a basis on which to begin their joint assessment of all of the proposals. Guidelines for the scoring process were included in the package.

An example of a review sheet and assessment guidelines is included at the back of this report *(Appendix Two)*.

Peer reviewers had completed the individual reviews of all their proposals by the time they arrived in Johannesburg for the peer

review workshop on 14 and 15 April 2014. On average, peer reviewers took 3 to 4 days to review their complete set of proposals.

4. The peer review workshop: Day one

The first day of the peer review workshop was designed to provide the reviewers with an opportunity to get to know one another, to find out more about the Other Foundation, and to strengthen their analytical grant reviewing skills in preparation for the team discussions on day two.

In terms of sharpening skills the workshop focused on:

- Building up a broad political, human rights, and economic justice picture of the southern African region as a backdrop against which to understand the LGBTI work;
- Identifying a few priorities to advance the rights and well-being of LGBTI people in Southern Africa;
- Exploring how social change happens in the region, and the role that philanthropy can play in that; and
- Thinking through some ethical issues related to the field of philanthropy and grant making.

A deliberate effort was made to ensure that the foundation's work and grant making was strongly integrated into wider social justice work in the region and not seen as something separate. To this end, the first half of the day was dedicated to working collectively to develop a deeper understanding of the countries that make up southern Africa. Participants were asked to work in pairs to work through the following questions, and to write them up on different color cards for a plenary discussion:

- Discuss the general situation of human rights, democracy and economic justice in your country.
- Discuss the rights and wellbeing of LGBTI people in your country against this backdrop.
- What kind of work is being done, and by whom, to advance human rights, democracy and economic justice in your country?
- What kind of work is being done to advance the rights and well-being of LGBTI people?
- Who are our opponents and what are they up to?
- Identify gaps and opportunities for future work.
- Identify one or two priorities.
- Identify differences and similarities between your two countries / cities

The next part of the workshop explored how social change happens in region. Working in teams of 3 or 4, the participants discussed:

- How change has generally happened in their countries in relation to human rights, democracy and economic justice;
- How change is happening specifically in relation to LGBTI rights and well-being;
- What role, if any, the following have played:

- organized LGBTI groups;
- more general human rights groups;
- media and culture more broadly;
- organized religion;
- elected politicians and other officials;
- research;
- professional medical associations.

The purpose of the discussion was less to develop a shared understanding of how social change happens than to spark ideas on the variety of types of work that the foundation could support in order to amplify or accelerate social change around LGBTI issues in the region.

The most animated discussions of the day were about the role and ethics of philanthropy. We began the session by considering two questions:

• How has funding helped social change in your country?

• How has it hindered or hurt 'social change' in your country?

From this, discussion followed about how money and power have the potential to corrupt philanthropy as a field as well as grant making professionals as individuals. The discussion ended by identifying how to consciously strive for values such as objectivity, integrity, respect and confidentiality.

5. The peer review workshop: Day two

The objective of day two was for each of the teams to agree which projects should be recommended for funding by the Other Foundation, for a final decision by the board which was meeting the next day. Three board members, Phumi Mtetwa, Shaun Samuels and Laurie Adams, as well as the incoming chief executive officer of the foundation, Neville Gabriel, facilitated the team discussions. Each of the teams approached the task differently as they set about coming to a consensus about which proposals should be recommended for funding. Every one of the proposals was considered - with the reviewers paying close attention to governance and accountability issues through the information collected in the applications about budgets, boards and staff. There were a number of last minute follow-up

phone calls to verify credentials and clarify information, as well as some examination of websites.

At the end of a long day of deliberations, some very painful as good proposals did not get funded, each team came up with a set of recommendations that reflected a consensus about the work to be supported.

The workshop was closed with the participants being thanked for their invaluable contribution to the process. Participants were asked to review the workshop. While there were some suggestions about things to consider for improvement in the future, overall participants expressed their appreciation for the opportunity to be involved in such an innovative process and many asked if they could continue to be involved by providing support to new applicants in the future, especially in countries outside of South Africa.

None of the participants were paid for their work in the peer review process. All participants were presented with a certificate of participation by the chairperson of the board, Phumi Mtetwa, at a celebratory dinner on the last night.

6. Grant allocations by the board

Khosi Xhaba presented the recommendations made by the teams to the full board meeting of the Other Foundation that was held the following day. The board expressed its deep appreciation for the role that Khosi had played in managing the project.

The board accepted all the recommendations made by the peer reviewers, with some minor changes mostly to increase the sums recommended for funding. A small number of grants were held back, subject to further due diligence, as recommended by the peer reviewers.

The Board was pleased to authorize the following grants as the final outcome of its pilot peer review grant making initiative, and the first grants of the Other Foundation:

Namaqualand Daisy Grants: ZAR120,000

Skipper Priska Mogapi: Research "**Intersex within Botswana culture**", Botswana – ZAR10,000
Glenda Muzenda: Photo exhibition "**We have always been here**", South Africa – ZAR10,000
Tapuwa Moore: Book "**Queer in the Shelter is a no, no**", Malawi – ZAR10,000
John Ng'oma: "**We are also human beings**", Malawi – ZAR10,000.
Michael Kaiyatsa, Booklet "**Challenging prejudice in Malawi**", Malawi – ZAR10,000
Mbongeni Mtshali: Theatre play "**In(s)kin**", South Africa – ZAR10,000
Laurie Gaum: Book "**Queer Liberation Theology**", South Africa – ZAR10,000
Robert Hamblin: Photo exhibition "**The Sistaaz Hood**", South Africa – ZAR10,000
Zethu Matebeni: Research "**Female gender and non-conformity in Swaziland**", South Africa / Swaziland – ZAR10,000
Tapiwa Praise Mapuranga: Research "**Strange bedfellows? Christianity and Homosexuality in Zimbabwe**", Zimbabwe – ZAR10,000
Phindiwe Masalaza: Documentary "**HIV in the Lesbian Community**", South Africa – ZAR10,000
Selogadi Ngwanangwato Mapane: Theatre play "**Chromotherapy**", South Africa – ZAR10,000

Inyosi / Honey Bee Grants: ZAR185,000

Ikasi Pride: Increasing visibility of Pride in townships, Port Elizabeth - ZAR30,000
Rainbow UCT: University based organising, Cape Town – ZAR50,000
Infinity Art Project: Art Exhibition with education outreach, Cape Town - ZAR30,000
University of Zimbabwe, Department of Religious Studies: Curriculum mainstreaming in theological education, Harare: ZAR25,000
Khumbulani Pride: Community engagement, Cape Town - R30,000
Similar To: Script development for theatre production, Cape Town and Grahamstown) - ZAR10,000
Pakasipiti: Technical support to strengthen proposal, Harare - R10,000

Hungwe / Fish Eagle Grants: ZAR1.1 million

KwaZulu-Natal Council of Churches: Challenging religious fundamentalism and improving how the council of churches is dealing with homophobia, Durban: ZAR200,000
Victorious Ministries Church International: Camp Victory for children of LGBTI people, Pietermaritzburg - ZAR150,000
Passop: LGBTI migrants and refugees, Cape Town - ZAR150,000
SHE: Regional feminist leadership meeting, East London - ZAR150,000
Women's Leadership Centre: Continuing work on feminism and lesbians, Namibia - ZAR150,000
Malawi Northern Youth Network: Empowering LGBTI youth, Malawi - ZAR150,000
Centre for the Development of People: Dialogues, Malawi - ZAR150,000

Mosu / Umbrella Tree Grants: ZAR1.7 million

Gender DynamiX: Trans advocacy, Cape Town - ZAR500,000
Out in Africa: Film Festival, Johannesburg - ZAR500,000
GALA: Core support, Johannesburg - ZAR500,000
Proudly Out: Limpopo - ZAR50,000
Eastern Cape LGBTI: Port Elizabeth - ZAR100,000
Trans Advocacy: Core support, Pretoria - ZAR50,000

7. Conclusion and next steps

HIVOS (South Africa) is acting as the fiscal home for the Other Foundation during its establishment year. Grant agreement letters and contracts have been sent out to all successful applicants and funds are being transferred to the recipient individuals and organizations as soon as the grant agreements and other required documentation is returned. Each of the grant contracts will specify the recipients contractual obligation in terms of reporting on the work undertaken and accounting for the funds received. Oversight for this process is the responsibility of the incoming staff of the Other Foundation.

The Board requested the chief executive officer to explore the best way in which to make use of the data collected as part of the pilot grant making initiative to map what work is being done, where, and by whom in the region. This mapping process will feed into the foundation's strategic planning process that is currently underway.

Appendix One: Proposal Application Form

Application Form for the **Hungwe** (fish eagle) **Grant**

The Hungwe Grant is available for organizations only (not individuals).
Awards under this grant are up to ZAR 150,00 (over 12 months) or ZAR 200,000 (over 24 months)

Countries that are eligible for this pilot round of grant making are:

Namibia, Botswana, Malawi, Zimbabwe, Zambia, Mozambique, South Africa, Swaziland and Lesotho

Eligibility Assessment: Please answer the following questions

1. Is your organization registered in one of the eligible countries?   **yes/no**
   if **yes,** which one:
   (please go to question 3)
2. If you are a **non-registered** organization do you have a sponsorship organization supporting this application?   **yes/no**
   if **yes,** does your **sponsorship organization** fit these criteria?:
   is it registered in one of the eligible countries?   **yes/no**
   does it have a track record or working on human rights or social justice or gender rights or LGBTI rights or HIV/AIDS?   **yes/no**
   have they provided you with a letter of support and signed this application form?
                                                                        yes/no
3. Do LGBTI people work, volunteer and/or serve on the Board of your organization?
                                                                        yes/no
   If **no**, have you included in your proposal an explicit explanation about how you intend to develop a sustainable working relationship with an LGBTI organization / community?   **yes/no**
4. Does your proposed project demonstrate how it will advance the rights and/or improve the well-being of LGBTI people and communities in Southern Africa? **yes/no**
5. Is your project budget under ZAR 150,000 over 12 months or ZAR 200,000 over 24 months?   **yes/no**
6. Is your organizational budget under SAR 2 million?   **yes/no**

Please note, if you answered 'no' to any of these questions - and the subsequent qualifying questions - it is highly unlikely that you will be eligible for the grant

Details of Contact Person for this Proposal:
Please provide us with the details of the person that we can be in contact to discuss this proposal. If we have any questions and/or you are awarded a grant, this is the person that we will get hold of.

First Name:
Last Name:
Email:
Telephone Number (with country and area code):
Postal Address (including province, country, and postal code):

Your Project
Please provide us with:
1. A title for your project (*no more than one or two sentences*)
2. The amount you are applying for (in South African Rand)
3. The length of time of your project (in months)
4. A short description of your proposed project and how it will (a) advance the rights and/or (b) improve the well-being of LGBTI people and/or communities in Southern Africa. (*no more than one or two paragraphs*)
5. The details about when your project will begin, and when it will end? (please provide month and year for both - eg January 2014 - September 2014)
6. An explanation of how you will do the work, and over what time frame. If you will be working with other organizations please name those organizations and give us some details about the work they will do. *(no more than two or three paragraphs, including a monthly time-line with key activities from the beginning to the end of the project)*
7. A description of who you think will most benefit from this work, and how?
8. An explanation of how your organization has worked with LGBTI communities in the past. If your organization has not worked with this constituency before, please explain how you intend to establish and maintain these relationships. Please name any organizations you have worked with in the past, or intend to work with in the future.
9. An explanation as to why you think this work is important and should be funded. Please include any ideas you have about the impact that you hope it will have. *(no more than one or two paragraphs)*
10.   A description of any previous projects that your organization and/or staff and/or members have worked on that show that you have the passion and skills to do this project *(no more than two or three paragraphs)*
11.   Please provide us with two references, and contact details, of people who know your organization and the work that it does.

Your Budget
We need to understand how much your project will cost, and how much you are requesting from the Other Foundation. If your project is going to cost more than the total amount tOF can contribute (ZAR 150,000 over 12 months or ZAR 200,000 over 24 months) you will need to let us know where you are going to get the other funding from.

Please use categories below to describe the costs associated with your project (you do not need to use all the categories)

Category	Description of what is needed and why	Total Amount (in ZAR)	Amount Requested from tOF
Project Materials			
Equipment			
Travel			
Meetings or Workshops			
Salaries for staff			
Stipends for members			
Other (please specify)			

Summary:

1. What is the total cost of the project?
2. Will the amount requested from tOF cover all these costs?
3. If not, please explain how you intend to find the additional resources, and what steps you have taken so far to get them.

Accountability and Learning

1. How will you know if your project has been a success?
2. How will you let us know that your project has been completed, and share your work with us?
3. How will you share with us the lessons that you have learnt from doing your project, so that we can learn to make better grants and decisions?
4. How will you be able to show us how you have spent the funds you have been awarded?

Organizational Information:

1. What is the name of your organization?
2. Does your organization have an office? If yes, what is the address of your organization?
3. Does your organization have a web-site? Or a face-book page? Or an email address? If yes, please provide us with details
4. Does your organization have a Board? If yes, what is the name and email or phone number of your Board Chair?

5. Does your organization have staff members? (eg a Director or a Financial Manager) If yes, please provide us with the name and position of two staff members.
6. Does your organization have office holders? (eg a Chairperson or a Secretary or a Treasurer?) If yes, please provide us the name and position of two office holders.
7. Does your organization have members? If yes, how many?
8. What is the 'mission' of your organization? (eg explain why your organization was established - the problem that it is trying to address - and what work it does)
9. Does your organization mostly work in urban areas, rural areas, a mixture of both?.
10 Does your organization have a bank account? If yes, how do you keep a record of the way in which funds are spent?
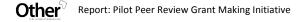
Details about your Sponsorship Organization:
(if you organization is registered, then you can go to the next question)

1. What is the name of your sponsorship organization?
2. Where is it registered?
3. What kind of work does it do? (no more than one or two sentences)
4. Does it have a Board? What is the name and telephone number/email address of the Board chair?
5. Has an authorized person written a letter in support of your application, indicating that they are willing to be the sponsor organization as they know your organization and the work that you do? Please make sure to attach the letter of recommendation to this application.

Background Information about your Organization
This information is to allow the Other Foundation to map who we are receiving proposals from and where. Your answers to these questions will not prejudice your chances of receiving an award. **Please tell us:**

1. In which city (or other location) and country your organization is registered?: (please say 'none' if you are not registered)
2. In which city (or other location) and country your organization does most of its work?: (if more than one, please list them all)
3. In terms of sexual orientation, do most of the people that your **organization works** with identify as straight (heterosexual); bi-sexual; gay or lesbian (homosexual); a mixture of all of these?
4. In terms of gender do most of the people that your **organization works** with identify as men; women; as another gender identity; as a mixture of all of these?
4. Do most of the of the people that your **organization works** with identify as **cis gender** (their gender expression matches the sex that they were born with, for example, they were born female and their gender identity is that of a woman; or they were born male and their gender identity is that of a man) or **transgender** (they do not gender identify with the sex they were born with)?
5. Do most of the people that your **organization works** with identify their biological sex as male, female or both? Or as intersex?
6. Does your organization mostly work with young (under 25 years old) people?

7. What is the racial make-up of the people that your organization mostly works with?

Appendix Two: Grant Review Sheet

Namaqualand Daisy REVIEW sheet

Please return this score sheet to the OTHER Foundation

Name of Reviewer:

Name of Project:

Step One: Score the proposal

Please allocate a score for each of the seven categories identified below. Use the attached 'scoring guidelines'.

1. **Overall Assessment: 1 - 3 points**

What's your initial response to the project? Does it sound innovative and worthwhile? Do you think it's a good idea that we should invest in?

2. **Planning and Skills 1 - 5 points**

How clearly has the work been explained? How carefully has it been thought through? Is the time line realistic? Do you think the applicant has the skills needed to do the project well?

3. **Target Audience 1 - 3 points**

Have they clearly identified who will the audience will be? Does it sound reasonable and achievable? Do they have a realistic plan around distribution?

4. **The importance of the work 1 - 5 points**

How much of a priority is the work, against your understanding of what is needed most right now in the region? Will it make a difference to key communities that the tOF is trying to reach? Is it addressing a gap that no one else is working on?

5. **Budget 1 - 3 points**
Is the budget realistic? How well thought through is it? Have they covered all the costs that you think will be related to the work they have proposed? Can the work be achieved with the resources being requested? Is it inflated in anyway?

6. **Accountability   1 - 3 points**

Have they included some ideas about how they will account for the resources they might receive? Does it sound sensible and appropriate?

7. Learning 1 - 3 points

Do you think they have a process in place that they can monitor whether the work is being done, and to make adjustments if things don't go as planned? If the project is a success will they be able to share the results? If the project doesn't go as planned will they be able to learn from their mistakes and share those lessons with tOF?

TOTAL PROPOSAL POINTS:

Step Two: Allocate Priority Points
Where applicable allocate additional points to the proposal.

Geography: 2 points if proposal outside of South Africa; and 1 point for outside of major urban settings.

Demographics: 2 points for primary work trans and/or gender non-conforming and/or intersex community; 1 point for primary work with lesbians

TOTAL PRIORITY POINTS:

TOTAL POINTS *(please add together proposal points and priority points):*

Step Three: Allocate an overall grade to the proposal.
Please note that if you designate a proposal as a 'red flag' then you must provide a reason for your assessment in the space below.

A This is one of my top FIVE choices

B This is a good proposal, definitely fundable, but not one of my top five

C I liked this proposal, but I think it needs some work before it can be funded.

D I don't this proposal is strong enough to be funded

RF: This is a RED FLAG proposal

Reasons:

Step Four: Comments and Feedback for Proposal writer
Please provide a short commentary on how the proposal could be strengthened, identifying any particular weaknesses that you were concerned about. Please make it as a positive and helpful as possible.

SCORING SHEET

Please use this sheet to guide your point allocation in the first section of the review.

Overall Assessment: 1 - 3 points

1: I wasn't that impressed with the project; it doesn't directly relate to the mission of tOF and/or I don't think it's exciting and worthwhile.
2: It's a good idea, that will make advance the rights and improve the well-being of LGBT people in the region.
3. It's a great idea! It's new and innovative and meets an important need.

Planning and Skills 1 - 5 points

1: The project hasn't been carefully enough thought through and explained. I don't think they have a clear enough idea of the work that's involved or how they are going to do it.
2: The description of how they are going to do the project is weak and I'm not sure they have paid enough attention to how they will bring their ideas to fruition
3: There is an adequate description of the work that is involved that seems realistic. I have some concerns about their capacity and skills.
4: There's a good outline of the work that needs to be done, with a realistic time line, and clearly identified ideas about how their previous experiences make this work possible.
5: It's an excellent outline, and they are very well qualified to undertake the work.

Target Audience 1 - 3 points

1: There is no specific audience really identified
2: There is an audience identified but no real explanation of how they will be reached
3. There is an audience identified and an explanation of how they will be reached that sounds achievable

The importance of the work 1 - 5 points

1. I don't think this work is a priority right now
2. This work is a priority but lots of people are doing it
3. This work is clearly a priority and this project will address it
4. This work is a priority that few people are working on
5. This work is a priority and meets a gap that needs addressing

Budget 1 - 3 points

1. The budget is poorly thought through and inadequate
2. The budget is adequate, but it doesn't cover everything and/or gets cost estimates wrong
3. The budget is good, covering all reasonable costs at fair rates

Accountability   0 - 3 points

RF: I have concerns about how the funds will be accounted for
1: There is no thought about how the funds will be accounted for.

2: Thought has been given to provide us with evidence of funds used - to the best that is possible given the small amount of funding going to an individual
3: Some good ideas have been provided around how they will demonstrate the use of funds that sound realistic and appropriate.

Learning 1 - 3 points

1. There is not really a learning process built into this work
2. They have some good ideas about how to share their results with us
3. They have some great ideas about how to share their results, and how to learn from any mistakes or failures